



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

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# Community Development Block Grant Program (CDBG)

## Planning-Only Grant Pre-Application

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Director

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2003 PLANNING-ONLY GRANT PRE-APPLICATION HANDBOOK

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# 2003 PLANNING-ONLY GRANT PRE-APPLICATION

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# ESSENTIAL INFORMATION AND SUBMITTAL INSTRUCTIONS



## **OVERVIEW**

The goal of the CDBG Planning-Only Grant Program is to support eligible small communities and rural counties in carrying out planning activities that lead to the implementation of priority projects that principally benefit low- and moderate-income persons.

- There are two separate packets of application materials: A Pre-Application Packet and an Application Packet. This Pre-Application Packet contains the forms and information necessary to begin the process of applying for CDBG Planning-Only Grant funds.
- A Pre-Application Form must be submitted and the proposed project meet program priorities before a potential applicant is formally invited to apply for funds. See the Pre-Application Process on page 5 for details.
- A jurisdiction may submit a Pre-Application at any time. Pre-Applications are received and reviewed on an ongoing basis throughout the year. Awards are made on a funds available basis.
- A fund of \$400,000 is available in 2003. Planning grants are limited to \$24,000 for a single applicant or \$40,000 for a joint application involving two or more eligible jurisdictions that share a common planning need.

## **PRE-APPLICATION PARTS TO SUBMIT**

The Pre-Application should include the following items:

- Project Summary Form
- Supplemental Questions
- Contact List

Please type or write legibly and staple in the upper left-hand corner. Do not use special covers or binders. It is preferred the Pre-Application be 2-hole punched at the top.

### **How many and where to send**

Submit **ONE** original (signed in ink) **and** **ONE** copy of the Pre-Application Form to:

Leona Moon, CDBG Program  
906 Columbia Street SW  
Post Office Box 48350  
Olympia, Washington 98504-8350

To receive application materials and forms via email or on diskette, contact Laurie Dschaak at (360) 725-3020 or [lauried@cted.wa.gov](mailto:lauried@cted.wa.gov).

**FAX transmitted or emailed proposals will not be accepted.**

## **GENERAL APPLICATION INFORMATION**

This Pre-Application Packet contains the forms and information necessary to begin the process of applying for CDBG Planning-Only Grant funds.

### **PROGRAM PURPOSE**

The Washington State Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development. All CDBG Planning-Only Grant projects must meet one of the two following national objectives of the CDBG program (Title I, Housing and Community Development Act of 1974, as amended):

#### **National Objectives**

- To principally benefit persons of low- and moderate-income
- To prevent or eliminate slums or blight

#### **Program Priorities**

In addition, the project must address one or more of the Planning-Only Grant program priorities:

- To address public health and safety issues
- To improve essential services to low- and moderate-income persons
- To complete a necessary and specific step within a broader community development strategy
- To assist communities in meeting planning requirements that will principally benefit low- and moderate-income persons.

### **ELIGIBLE APPLICANTS**

Indian tribes and special purpose organizations, such as public housing authorities, port districts, water and sewer districts, community action agencies and economic development councils, are not eligible to apply directly to the CDBG program for funding. These projects may be eligible under CDBG:

- If a project will serve both an eligible local government's citizens and tribal members or if the boundaries of a project's service area involves both local government and tribal jurisdiction, the local government may apply for state CDBG funding on behalf of and in coordination with the Indian tribe.
- An eligible local government may choose to involve special purpose organizations in the operation of projects funded under the CDBG program.

### **ELIGIBLE ACTIVITIES**

CDBG Planning-Only Grants may be used for a variety of planning activities that meet a national objective, such as addressing the needs of low- and moderate-income persons in the community. Eligible planning activities are listed in Section 105 (a) (12) and include:

- A. Planning activities that consist of all costs of data gathering, studies, analysis and preparation of plans, and the identification of actions that will implement such plans, including, but not limited to:
- 1) Comprehensive plans;
  - 2) Community development plans;
  - 3) Functional plans, in areas such as:
    - i) Housing
    - ii) Land use and urban environmental design;
    - iii) Economic development;
  - 4) Individual projects plans
  - 5) Small area and neighborhood plans
  - 6) Capital improvement programs
  - 7) Environmental studies

### **INELIGIBLE ACTIVITIES**

In general, any type of activity not described in the reference above is ineligible for consideration. In addition, CDBG Planning-Only Grants may not be used to fund:

- General grant administration expenses;
- Engineering, architectural and design costs related to a specific construction activity;
- Actual blue prints;
- Direct development of an application to any of the CDBG program funds; or
- Other costs of implementing plans. (These costs may be eligible for CDBG funding as part of a CDBG construction grant.)

### **FUNDING LEVELS**

A fund of \$400,000 is available in 2003. Planning grants are limited to \$24,000 for a single applicant or \$40,000 for a joint application involving two or more eligible jurisdictions that share a common planning need. There is no match requirement; however, local contributions or leveraged funds from other sources are viewed favorably and general grant administration costs will not be reimbursed. Awards are made on a fund available basis.

### **JOINT APPLICATIONS**

When two or more eligible jurisdictions are located in the same region and share a common planning need, they are encouraged to seek cooperative solutions by preparing a joint application. An Interlocal Agreement, signed by each participating jurisdiction, must be submitted with the application, if an invitation to apply is extended. Jurisdictions considering a joint application for the higher funding level are encouraged to first contact the CDBG program to review eligibility, including:

- Whether all applying jurisdictions are non-entitlement jurisdictions and able to meet the federal threshold requirements.
- Whether the joint planning effort would be a significant increase in scope and cost from a single jurisdiction planning effort, requiring additional Planning-Only Grant funds.

## **RELATIONSHIP BETWEEN PLANNING-ONLY GRANTS AND OTHER CDBG FUNDS**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction (including a jurisdiction participating in a multiple jurisdiction project) will not be awarded more than one Planning-Only Grant per year, so the planning project of highest priority should be submitted first. The required CDBG citizen participation requirements can assist with this local prioritization process.

A Planning-Only Grant cannot fund the direct development of another CDBG application, although some activities that could support a subsequent application are eligible for Planning-Only Grant funding. Receipt of a Planning-Only Grant *does not* guarantee that a related CDBG application will be funded.

## **MINIMUM PERFORMANCE STANDARDS**

The Department of Community, Trade and Economic Development (CTED) reserves the right to deny funding when submitted applications involve eligible general purpose or special purpose units of governments with serious unresolved audit findings related to performance capacity.

Further, CTED reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous grantee performance. In such situations, the grantee is responsible for development and initiation of corrective action satisfactory to CTED. Upon request, CTED will provide technical assistance to the community to help ensure timely completion of approved project activities.

# PRE-APPLICATION AND APPLICATION PROCESS OVERVIEW

## PRE-APPLICATION PROCESS

*YOU ARE HERE >*

**1. Jurisdiction completes and submits Pre-Application Form.**



**2. Pre-Application passes or does not pass the CDBG Screening process, including -**

- Project addresses a program priority(s)
- Project meets a national objective
- Eligible applicant(s)
- Eligible planning activity(s)
- CDBG is the most appropriate funding source

Follow-up correspondence is made, if necessary.



**3. CTED Resource Team reviews the request** and considers technical and financial assistance options.



**4. CDBG Program invites the jurisdiction to apply or alternative options are identified.**



## APPLICATION PROCESS

**5. Jurisdiction submits an application within 90 days, including -**

- Threshold documentation and certification of compliance
- Narrative
- Work Plan
- Budget



**6. CDBG program reviews application, including -**

- Threshold requirements are met, including public hearing documentation and an Interlocal Agreement (for joint applications only).
- Narrative describes a compelling need/opportunity, community support for the proposed activity, clear outcomes to be achieved, and readiness to proceed.
- Work Plan is thorough and well conceived, including relationship with subrecipients or consultants.
- Budget is reasonable and complete with appropriate leveraged resources.



**7. Jurisdiction receives an award letter and begins the contracting process.**



# 2003 CDBG PLANNING-ONLY GRANT PRE-APPLICATION

## PROJECT SUMMARY FORM

1. Applicant Jurisdiction: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_  
County: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Title or Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Subrecipient Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Fiscal Year from \_\_\_\_\_ to \_\_\_\_\_  
Congressional District: \_\_\_\_\_
6. State Legislative District: \_\_\_\_\_
7. Project Summary: \_\_\_\_\_

8. National Objective Addressed (Please check the applicable objective.)

- ☐ Principally benefits low- and moderate-income households, \_\_\_\_\_ %
- ☐ Prevents or eliminates slums or blight
- ☐ Meets urgent community development needs which pose a serious & immediate threat to public health or safety

9. Total Project Budget:
- |               |          |
|---------------|----------|
| CDBG          | \$ _____ |
| Other Federal | _____    |
| State         | _____    |
| Local Public  | _____    |
| Private       | _____    |
| TOTAL         | \$ _____ |
10. Project Location:  
Census Tract(s) \_\_\_\_\_  
Block Group(s) \_\_\_\_\_
11. Project Beneficiaries:  
# Persons: \_\_\_\_\_  
# LMI Persons: \_\_\_\_\_  
# Households: \_\_\_\_\_  
# LMI Households: \_\_\_\_\_

12. Certification of Chief Administrative Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county (see Appendix A). For joint applications with more than one participating jurisdiction, list only the lead jurisdiction here and list the other jurisdictions in the Project Summary (7). The Tax ID Number is usually a "91\_" number.
2. Provide information on the person to be contacted if more information regarding the threshold requirements or project proposal, if necessary.
3. Provide information on the Subrecipient Organization, if applicable.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the county and the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished by the proposed planning activities and listing any additional participating jurisdictions.
8. Indicate which CDBG Program national objective this application addresses. If eligible under the first national objective, also list the percentage of low- and moderate-income (LMI) benefit. [This percentage will need to be fully documented with the final application, if invited to apply]. If the proposed planning activity primarily addresses the second national objective by "eliminating or preventing slums or blight," the jurisdiction will need to include its ordinance defining slums and blight with the final application, if invited to apply. The third national objective of addressing an urgent need is not accepted for a CDBG Planning-Only Grant. Contact the CDBG Program for more information regarding the CDBG Imminent Threat Grants.
9. List the project budget in summary. These amounts must correspond with the Pre-Application Supplemental Questions (question #14).
10. List the Census Tract(s) and Block Group(s) that are within the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov/>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
11. List number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.

This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager as applicable). **An original signature must be submitted.** Please clearly state the official's name and title.

## **PRE-APPLICATION SUPPLEMENTAL QUESTIONS**

13. The project must address one or more of the Planning-Only Grant program priorities. (Please check the applicable program priorities.)

- ☐ To address public health and safety issues
- ☐ To improve essential services to low- and moderate-income persons
- ☐ To complete a necessary and specific step within a broader community development strategy
- ☐ To assist communities in meeting the planning requirements that will principally benefit low- and moderate-income persons

Briefly describe how the selected program priorities applies:

14. Has this project been identified as a Washington Community Economic Revitalization Team (WA-CERT) priority? YES ☐ NO ☐

15. List the funding source and status (proposed or secured) of funds included in Question 9:

| Funding Source | Amount Proposed | Amount Secured |
|----------------|-----------------|----------------|
|                | \$              | \$             |
|                | \$              | \$             |
|                | \$              | \$             |
|                | \$              | \$             |
|                | \$              | \$             |
|                | \$              | \$             |
|                | \$              | \$             |

16. How many months will it take to complete the planning project? \_\_\_\_\_
17. What alternative approaches, other than seeking CDBG planning funds, have been considered? And why were these alternate approaches not available, feasible or appropriate?

# CONTACT LIST FOR FUNDING RESOURCES, PARTNERS AND INTERESTED PARTIES

Please list other federal, state or non-profit contacts that have been consulted regarding the proposed planning project. Include potential, not just actual, funding resources and partners.

| PROGRAM | CONTACT PERSON | PHONE # AND E-MAIL |
|---------|----------------|--------------------|
|         |                |                    |
|         |                |                    |
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## **CDBG REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES**

Jurisdictions that intend to use CDBG resources to pay for professional services must follow federal procurement procedures. If you secure the services of consultants before following approved federal CDBG procurement guidelines, the consequences may include:

- Costs to the jurisdiction that will not be CDBG reimbursable.
- Project delays.
- Formal grievances from citizens and businesses that may have been excluded from the procurement process.

CDBG staff is available to assist in the federal procurement process. Written information is provided in the CDBG management handbook, Section 5. This document provides an overview of procurement guidelines that may be useful as a quick reference.

**Advertisement Requirements for Professional Services** – Two types are allowed: Request for Statement of Qualifications (RSQ) or Request for Proposals (RFP). The methods are outlined below:

- Publish a request for qualifications (RSQ method) announcement on each occasion when professional services are required;
- Publish a request for qualifications announcement annually in each category of service required by the jurisdiction. (In those instances where the jurisdiction completed the RSQ process prior to receiving the CDBG award, the CDBG funded project must fall within one of the general categories of projects listed in the earlier advertisement and meet all of the CDBG procurement requirements.)
- Publish a request for proposals (RFP method) which specifies the type of project, anticipated start date, and lists evaluation criteria with relative importance that will be used to rank proposals.

The following statements must be included in the advertisement for both methods.

- The (City or County) of \_\_\_\_\_ is an Equal Opportunity and Affirmative Action Employer.
- Minority- and women-owned firms are encouraged to submit statement or proposals.
- This project may be funded or partially funded through the State of Washington Community Development Block Grant program with federal funds.

The RFP or RSQ advertisement must be publicized at a minimum once a week for two weeks in a major newspaper of general circulation. At least 14 calendar days from the last publication must be allowed for respondents to prepare and submit their proposal or statement of qualifications.

- Using the RSQ method, at least three statements of qualifications must be received to have competitive procurement.
- Using the RFP method, at least two qualified proposals must be received to have competitive procurement.

Steps must be taken to encourage minority- and women-owned business enterprises (MWBE) and small business participation during the procurement process. These affirmative steps must be included at a minimum:

- Develop an inventory of any local minority- and women-owned businesses providing needed services;
- Contact the State Office of Minority and Women's Businesses Enterprises to obtain a Directory of Certified Minority, Women's and Disadvantaged Business Enterprises;
- Send a copy of the newspaper advertisement used to publish the RFQ or RFP to a minimum of five minority- or women-owned firms taken from the local inventory and/or from the Directory of Certified Minority, Women's and Disadvantaged Business Enterprises.

**Small Purchase Procedures** – In those instances where services are not expected to cost over \$25,000 in the aggregate, small purchase procedures may be utilized to procure consultant services other than professional engineering or architectural services. If small purchase procurement is used, price or rate quotations or proposals must be obtained from at least three qualified sources. Efforts must be made to seek at least one quotation or proposals from a minority- and/or women-owned business enterprise. If the jurisdiction has established a lower ceiling for small purchases, then the lower ceiling should be followed. When using small purchase procedures, it is strongly recommended that selected firm's references and ability to perform be thoroughly checked.

For more information on consultant selection/contracting in relation for the CDBG-funded programs, please contact Janice Roderick (360) 725-3013 or by e-mail at [Janicer@cted.wa.gov](mailto:Janicer@cted.wa.gov) or Dan Riebli at (360) 725-3017 or by e-mail at [Danr@cted.wa.gov](mailto:Danr@cted.wa.gov).

## **APPENDICES**

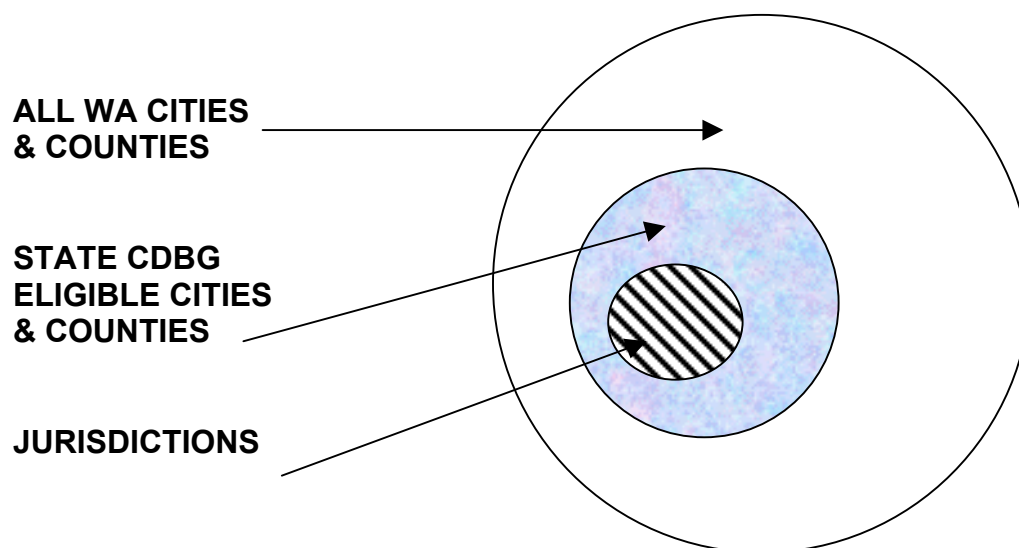
**APPENDIX A - ELIGIBLE AND INELIGIBLE JURISDICTIONS**

**APPENDIX B - JURISDICTIONS WITH 51% OR GREATER LOW- AND MODERATE-INCOME**

**APPENDIX C - 2003 LOW- AND MODERATE-INCOME LIMITS**

**APPENDIX D - AREA BENEFIT/ DIRECT BENEFIT CHART**

The diagram below shows the relationship between eligible and ineligible communities, and is to be used as a reference when reviewing the requirements and lists within these appendices.



## APPENDIX A: ELIGIBLE AND INELIGIBLE JURISDICTIONS

### 1. Eligible Jurisdictions

#### a. Non-Entitlement Cities and Towns:

|                |                |                  |               |
|----------------|----------------|------------------|---------------|
| Aberdeen       | George         | North Bonneville | Toppenish     |
| Albion         | Goldendale     | Northport        | Tumwater      |
| Almira         | Grand Coulee   | Oak Harbor       | Twisp         |
| Anacortes      | Grandview      | Oakesdale        | Union Gap     |
| Asotin         | Granger        | Oakville         | Uniontown     |
| Benton City    | Hamilton       | Ocean Shores     | Vader         |
| Bingen         | Harrah         | Odessa           | Waitsburg     |
| Blaine         | Harrington     | Okanogan         | Walla Walla   |
| Brewster       | Hartline       | Omak             | Wapato        |
| Bridgeport     | Hatton         | Oroville         | Warden        |
| Bucoda         | Hoquiam        | Othello          | Washtucna     |
| Burlington     | Ilwaco         | Palouse          | Waterville    |
| Cashmere       | Ione           | Pateros          | Wenatchee     |
| Castle Rock    | Kahlotus       | Pe Ell           | West Richland |
| Cathlamet      | Kalama         | Pomeroy          | Westport      |
| Centralia      | Kelso          | Port Angeles     | White Salmon  |
| Chehalis       | Kettle Falls   | Port Townsend    | Wilber        |
| Chelan         | Kittitas       | Prescott         | Wilson Creek  |
| Chewelah       | Krupp          | Prosser          | Winlock       |
| Clarkston      | La Conner      | Pullman          | Winthrop      |
| Cle Elum       | La Crosse      | Quincy           | Yelm          |
| Colfax         | Lacey          | Rainier          | Zillah        |
| College Place  | Lamont         | Raymond          |               |
| Colton         | Langley        | Reardan          |               |
| Colville       | Leavenworth    | Republic         |               |
| Conconully     | Lind           | Ritzville        |               |
| Concrete       | Long Beach     | Riverside        |               |
| Connell        | Longview       | Rock Island      |               |
| Cosmopolis     | Lyman          | Rosalia          |               |
| Coulee City    | Lynden         | Roslyn           |               |
| Coulee Dam     | Mabton         | Royal City       |               |
| Coupeville     | Malden         | Sedro Woolley    |               |
| Creston        | Mansfield      | Selah            |               |
| Cusick         | Marcus         | Sequim           |               |
| Davenport      | Mattawa        | Shelton          |               |
| Dayton         | McCleary       | Soap Lake        |               |
| East Wenatchee | Mesa           | South Bend       |               |
| Electric City  | Metaline       | South Cle Elum   |               |
| Ellensburg     | Metaline Falls | Sprague          |               |
| Elma           | Montesano      | Springdale       |               |
| Elmer City     | Morton         | St. John         |               |
| Endicott       | Moses Lake     | Starbuck         |               |
| Entiat         | Mossyrock      | Stevenson        |               |
| Ephrata        | Mount Vernon   | Sumas            |               |
| Everson        | Moxee          | Sunnyside        |               |
| Farmington     | Naches         | Tekoa            |               |
| Ferndale       | Napavine       | Tenino           |               |
| Forks          | Nespelem       | Tieton           |               |
| Friday Harbor  | Newport        | Toledo           |               |
| Garfield       | Nooksack       | Tonasket         |               |



**b. Non- Entitlement Counties:**

|          |              |              |             |
|----------|--------------|--------------|-------------|
| Adams    | Franklin     | Lincoln      | Thurston    |
| Asotin   | Garfield     | Mason        | Wahkiakum   |
| Benton   | Grant        | Okanogan     | Walla Walla |
| Chelan   | Grays Harbor | Pacific      | Whatcom     |
| Clallam  | Island       | Pend Oreille | Whitman     |
| Columbia | Jefferson    | San Juan     | Yakima      |
| Cowlitz  | Kittitas     | Skagit       |             |
| Douglas  | Klickitat    | Skamania     |             |
| Ferry    | Lewis        | Stevens      |             |

**2. INELIGIBLE JURISDICTIONS**

**a. Entitlement Cities and Towns:**

|                    |                   |                   |                  |
|--------------------|-------------------|-------------------|------------------|
| Airway Heights     | Duvall            | Medical Lake      | Sea Tac          |
| Algona             | Eatonville        | Medina            | Seattle          |
| Arlington          | Edgewood          | Mercer Island     | Shoreline        |
| Auburn             | Edmonds           | Mill Creek        | Skykomish        |
| Bainbridge Island  | Enumclaw          | Millwood          | Snohomish        |
| Battle Ground      | Everett           | Milton            | Snoqualmie       |
| Beaux Arts Village | Fairfield         | Monroe            | South Prairie    |
| Bellevue           | Federal Way       | Mountlake Terrace | Spangle          |
| Bellingham         | Fife              | Mukilteo          | Spokane          |
| Black Diamond      | Fircrest          | Newcastle         | Stanwood         |
| Bonney Lake        | Gig Harbor        | Normandy Park     | Steilacoom       |
| Bothell            | Gold Bar          | North Bend        | Sultan           |
| Bremerton          | Granite Falls     | Olympia           | Sumner           |
| Brier              | Hunts Point       | Orting            | Tacoma           |
| Buckley            | Index             | Pacific           | Tukwila          |
| Burien             | Issaquah          | Pasco             | University Place |
| Camas              | Kennewick         | Port Orchard      | Vancouver        |
| Carbonado          | Kent              | Poulsbo           | Washougal        |
| Carnation          | Kenmore           | Puyallup          | Waverly          |
| Cheney             | Kirkland          | Redmond           | Wilkeson         |
| Clyde Hill         | La Center         | Renton            | Woodinville      |
| Covington          | Lake Forest- Park | Richland          | Woodland         |
| Darrington         | Lake Stevens      | Ridgefield        | Woodway          |
| Deer Park          | Lakewood          | Rockford          | Yacolt           |
| Des Moines         | Latah             | Roy               | Yakima           |
| Du Pont            | Lynnwood          | Ruston            | Yarrow Point     |
|                    | Maple Valley      | Sammamish         |                  |
|                    | Marysville        |                   |                  |

**b. Entitlement Counties:**

|        |           |
|--------|-----------|
| Clark  | Pierce    |
| King   | Snohomish |
| Kitsap | Spokane   |

## APPENDIX B: JURISDICTIONS WITH 51 PERCENT OR GREATER LOW/MODERATE POPULATION

(Based On HUD's 2000 Census Data)

\*\*Please see next page for additional information on determining LMI benefits

| NAME               | LOW/MOD<br>Population | TOTAL<br>Population | LMI<br>Percentage |
|--------------------|-----------------------|---------------------|-------------------|
| Almira .....       | 173 .....             | 321 .....           | 53.9 .....        |
| Benton City .....  | 1,318 .....           | 2,533 .....         | 52.0 .....        |
| Bingen .....       | 435 .....             | 652 .....           | 66.7 .....        |
| Brewster .....     | 1,520 .....           | 2,125 .....         | 71.5 .....        |
| Bridgeport .....   | 1,453 .....           | 2,099 .....         | 69.2 .....        |
| Bucoda .....       | 404 .....             | 648 .....           | 62.3 .....        |
| Chelan .....       | 1,923 .....           | 3,532 .....         | 54.4 .....        |
| Chewelah .....     | 1,155 .....           | 2,129 .....         | 54.3 .....        |
| Clarkston .....    | 3,894 .....           | 7,067 .....         | 55.1 .....        |
| Cle Elum .....     | 922 .....             | 1,787 .....         | 51.6 .....        |
| Conconully .....   | 124 .....             | 209 .....           | 59.3 .....        |
| Concrete .....     | 497 .....             | 832 .....           | 59.7 .....        |
| Connell .....      | 1,375 .....           | 2,403 .....         | 57.2 .....        |
| Coupeville .....   | 875 .....             | 1,610 .....         | 54.3 .....        |
| Creston .....      | 121 .....             | 230 .....           | 52.6 .....        |
| Cusick .....       | 150 .....             | 211 .....           | 71.1 .....        |
| Ellensburg .....   | 8,027 .....           | 13,234 .....        | 60.7 .....        |
| Entiat .....       | 502 .....             | 959 .....           | 52.3 .....        |
| Everson .....      | 1,059 .....           | 2,043 .....         | 51.8 .....        |
| George .....       | 368 .....             | 510 .....           | 72.2 .....        |
| Goldendale .....   | 1,996 .....           | 3,665 .....         | 54.5 .....        |
| Grand Coulee ..... | 506 .....             | 878 .....           | 57.6 .....        |
| Granger .....      | 1,811 .....           | 2,586 .....         | 70.0 .....        |
| Hamilton .....     | 194 .....             | 330 .....           | 58.8 .....        |
| Hartline .....     | 79 .....              | 142 .....           | 55.6 .....        |
| Hatton .....       | 65 .....              | 118 .....           | 55.1 .....        |
| Hoquiam .....      | 4,724 .....           | 8,977 .....         | 52.6 .....        |
| Ione .....         | 302 .....             | 506 .....           | 59.7 .....        |
| Kahlotus .....     | 143 .....             | 257 .....           | 55.6 .....        |
| Kelso .....        | 6,133 .....           | 11,730 .....        | 52.3 .....        |
| Kettle Falls ..... | 838 .....             | 1,553 .....         | 54.0 .....        |
| Kittitas .....     | 708 .....             | 1,130 .....         | 62.7 .....        |
| Krupp .....        | 47 .....              | 78 .....            | 60.3 .....        |
| Lamont .....       | 66 .....              | 91 .....            | 72.5 .....        |
| Long Beach .....   | 707 .....             | 1,268 .....         | 55.8 .....        |
| Mabton .....       | 1,279 .....           | 1,911 .....         | 66.9 .....        |
| Malden .....       | 139 .....             | 213 .....           | 65.3 .....        |
| Mattawa .....      | 2,029 .....           | 2,703 .....         | 75.1 .....        |

**JURISDICTIONS WITH 51% OR GREATER LOW/MODERATE POPULATION CONTINUED:**

| <b>NAME</b>         | <b>LOW/MOD<br/>Population</b> | <b>TOTAL<br/>Population</b> | <b>LMI<br/>Percentage</b> |
|---------------------|-------------------------------|-----------------------------|---------------------------|
| Mesa .....          | 269 .....                     | 441 .....                   | 61.0 .....                |
| Metline .....       | 118 .....                     | 179 .....                   | 65.9 .....                |
| Metline Falls ..... | 118 .....                     | 199 .....                   | 59.3 .....                |
| Mossyrock .....     | 253 .....                     | 463 .....                   | 54.6 .....                |
| Nespelem .....      | 107 .....                     | 165 .....                   | 64.8 .....                |
| Newport .....       | 1,093 .....                   | 1,808 .....                 | 60.5 .....                |
| Northport .....     | 212 .....                     | 343 .....                   | 61.8 .....                |
| Oak Harbor .....    | 12,622 .....                  | 19,797 .....                | 63.8 .....                |
| Oakville .....      | 346 .....                     | 640 .....                   | 54.1 .....                |
| Okanogan .....      | 1,240 .....                   | 2,281 .....                 | 54.4 .....                |
| Omak .....          | 2,482 .....                   | 4,461 .....                 | 55.6 .....                |
| Oroville .....      | 1,005 .....                   | 1,630 .....                 | 61.7 .....                |
| Othello .....       | 3,172 .....                   | 5,700 .....                 | 55.6 .....                |
| Pe Ell .....        | 391 .....                     | 688 .....                   | 56.8 .....                |
| Pullman .....       | 11,621 .....                  | 19,792 .....                | 58.7 .....                |
| Quincy .....        | 2,951 .....                   | 5,116 .....                 | 57.7 .....                |
| Raymond .....       | 1,516 .....                   | 2,754 .....                 | 55.0 .....                |
| Republic .....      | 558 .....                     | 978 .....                   | 57.1 .....                |
| Riverside .....     | 217 .....                     | 349 .....                   | 62.2 .....                |
| Rock Island .....   | 467 .....                     | 883 .....                   | 52.9 .....                |
| Royal City .....    | 1,133 .....                   | 1,840 .....                 | 61.6 .....                |
| Sequim .....        | 2,109 .....                   | 4,086 .....                 | 51.6 .....                |
| Soap Lake .....     | 1,082 .....                   | 1,695 .....                 | 63.8 .....                |
| South Bend .....    | 963 .....                     | 1,809 .....                 | 53.2 .....                |
| Springdale .....    | 202 .....                     | 316 .....                   | 63.9 .....                |
| Starbuck .....      | 85 .....                      | 115 .....                   | 73.9 .....                |
| Sumas .....         | 572 .....                     | 965 .....                   | 59.3 .....                |
| Sunnyside .....     | 8,704 .....                   | 13,869 .....                | 62.8 .....                |
| Tenino .....        | 829 .....                     | 1,448 .....                 | 57.3 .....                |
| Tieton .....        | 590 .....                     | 1,131 .....                 | 52.2 .....                |
| Toledo .....        | 312 .....                     | 612 .....                   | 51.0 .....                |
| Tonasket .....      | 557 .....                     | 880 .....                   | 63.3 .....                |
| Toppenish .....     | 5,799 .....                   | 8,781 .....                 | 66.0 .....                |
| Union Gap .....     | 2,806 .....                   | 5,479 .....                 | 51.2 .....                |
| Vader .....         | 344 .....                     | 617 .....                   | 55.8 .....                |
| Wapato .....        | 3,182 .....                   | 4,575 .....                 | 69.6 .....                |
| Warden .....        | 1,462 .....                   | 2,540 .....                 | 57.6 .....                |
| Wilson Creek .....  | 147 .....                     | 201 .....                   | 73.1 .....                |
| Winthrop .....      | 177 .....                     | 324 .....                   | 54.6 .....                |
| Yelm .....          | 1,693 .....                   | 3,303 .....                 | 51.3 .....                |

| 2003 Income Limits |    |          |           |           |           |           |           |           |           |
|--------------------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| COUNTY             | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
| ADAMS              | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| ASOTIN             | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| BENTON             | 50 | 20,600   | 23,500    | 26,450    | 29,400    | 31,750    | 34,100    | 36,450    | 38,800    |
|                    | 80 | 32,950   | 37,650    | 42,350    | 47,050    | 50,800    | 54,550    | 58,350    | 62,100    |
| CHELAN             | 50 | 17,950   | 20,500    | 23,100    | 25,650    | 27,700    | 29,750    | 31,800    | 33,850    |
|                    | 80 | 28,750   | 32,850    | 36,950    | 41,050    | 44,300    | 47,600    | 50,900    | 54,150    |
| CLALLAM            | 50 | 17,700   | 20,200    | 22,750    | 25,250    | 27,250    | 29,300    | 31,300    | 33,350    |
|                    | 80 | 28,300   | 32,300    | 36,350    | 40,400    | 43,650    | 46,850    | 50,100    | 53,350    |
| CLARK              | 50 | 23,050   | 26,300    | 29,600    | 32,900    | 35,550    | 38,150    | 40,800    | 43,450    |
|                    | 80 | 36,850   | 42,100    | 47,400    | 52,650    | 56,850    | 61,050    | 65,250    | 69,500    |
| COLUMBIA           | 50 | 17,250   | 19,700    | 22,200    | 24,650    | 26,600    | 28,600    | 30,550    | 32,550    |
|                    | 80 | 27,600   | 31,550    | 35,500    | 39,450    | 42,600    | 45,750    | 48,900    | 52,050    |
| COWLITZ            | 50 | 18,800   | 21,500    | 24,150    | 26,850    | 29,000    | 31,150    | 33,300    | 35,450    |
|                    | 80 | 30,050   | 34,350    | 38,650    | 42,950    | 46,400    | 49,850    | 53,250    | 56,700    |
| DOUGLAS            | 50 | 17,200   | 19,700    | 22,150    | 24,600    | 26,550    | 28,550    | 30,500    | 32,450    |
|                    | 80 | 27,550   | 31,500    | 35,400    | 39,350    | 42,500    | 45,650    | 48,800    | 51,950    |
| FERRY              | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| FRANKLIN           | 50 | 20,600   | 23,500    | 26,450    | 29,400    | 31,750    | 34,100    | 36,450    | 38,800    |
|                    | 80 | 32,950   | 37,650    | 42,350    | 47,050    | 50,800    | 54,550    | 58,350    | 62,100    |
| GARFIELD           | 50 | 17,500   | 20,000    | 22,500    | 25,000    | 27,000    | 29,000    | 31,000    | 33,000    |
|                    | 80 | 28,000   | 32,000    | 36,000    | 40,000    | 43,200    | 46,400    | 49,600    | 52,800    |

| 2003 Income Limits |    |          |           |           |           |           |           |           |           |
|--------------------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| COUNTY             | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
| COUNTY             | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
| GRANT              | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| GRAYS HARBOR       | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| ISLAND             | 50 | 27,250   | 31,150    | 35,050    | 38,950    | 42,050    | 45,200    | 48,300    | 51,400    |
|                    | 80 | 39,550   | 45,200    | 50,850    | 56,500    | 61,000    | 65,550    | 70,050    | 74,600    |
| JEFFERSON          | 50 | 18,250   | 20,900    | 23,500    | 26,100    | 28,200    | 30,300    | 32,350    | 34,450    |
|                    | 80 | 29,250   | 33,400    | 37,600    | 41,750    | 45,100    | 48,450    | 51,800    | 55,100    |
| KING               | 50 | 27,250   | 31,150    | 35,050    | 38,950    | 42,050    | 45,200    | 48,300    | 51,400    |
|                    | 80 | 39,550   | 45,200    | 50,850    | 56,500    | 61,000    | 65,550    | 70,050    | 74,600    |
| KITSAP             | 50 | 21,650   | 24,700    | 27,800    | 30,900    | 33,350    | 35,850    | 38,300    | 40,800    |
|                    | 80 | 34,600   | 39,550    | 44,500    | 49,450    | 53,400    | 57,350    | 61,300    | 65,250    |
| KITITITAS          | 50 | 18,250   | 20,900    | 23,500    | 26,100    | 28,200    | 30,300    | 32,350    | 34,450    |
|                    | 80 | 29,250   | 33,400    | 37,600    | 41,750    | 45,100    | 48,450    | 51,800    | 55,100    |
| KLICKITAT          | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| LEWIS              | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| LINCOLN            | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|                    | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| MASON              | 50 | 17,100   | 19,550    | 22,000    | 24,450    | 26,400    | 28,350    | 30,300    | 32,250    |
|                    | 80 | 27,400   | 31,300    | 35,200    | 39,100    | 42,250    | 45,400    | 48,500    | 51,650    |

## APPENDIX C: 2003 INCOME LIMITS

| COUNTY       | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|--------------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| OKANOGAN     | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|              | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| PACIFIC      | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|              | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| PEND OREILLE | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|              | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| PIERCE       | 50 | 21,050   | 24,100    | 27,100    | 30,100    | 32,500    | 34,900    | 37,300    | 39,750    |
|              | 80 | 33,700   | 38,550    | 43,350    | 48,150    | 52,000    | 55,850    | 59,700    | 63,550    |
| SAN JUAN     | 50 | 20,550   | 23,500    | 26,400    | 29,350    | 31,700    | 34,050    | 36,400    | 38,750    |
|              | 80 | 32,850   | 37,550    | 42,250    | 46,950    | 50,700    | 54,450    | 58,250    | 62,000    |
| SKAGIT       | 50 | 19,350   | 22,100    | 24,900    | 27,650    | 29,850    | 32,050    | 34,300    | 36,500    |
|              | 80 | 30,950   | 35,400    | 39,800    | 44,250    | 47,800    | 51,300    | 54,850    | 58,400    |
| SKAMANIA     | 50 | 17,850   | 20,400    | 22,950    | 25,500    | 27,550    | 29,600    | 31,600    | 33,650    |
|              | 80 | 28,550   | 32,650    | 36,700    | 40,800    | 44,050    | 47,350    | 50,600    | 53,850    |
| SNOHOMISH    | 50 | 27,250   | 31,150    | 35,050    | 38,950    | 42,050    | 45,200    | 48,300    | 51,400    |
|              | 80 | 39,550   | 45,200    | 50,850    | 56,500    | 61,000    | 65,550    | 70,050    | 74,600    |
| SPOKANE      | 50 | 19,100   | 21,850    | 24,550    | 27,300    | 29,500    | 31,650    | 33,850    | 36,050    |
|              | 80 | 30,600   | 34,950    | 39,300    | 43,700    | 47,150    | 50,650    | 54,150    | 57,650    |
| STEVENS      | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|              | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |
| THURSTON     | 50 | 22,500   | 25,700    | 28,950    | 32,150    | 34,700    | 37,300    | 39,850    | 42,450    |
|              | 80 | 36,000   | 41,150    | 46,300    | 51,450    | 55,550    | 59,650    | 63,800    | 67,900    |
| WAHKIAKUM    | 50 | 17,800   | 20,350    | 22,900    | 25,450    | 27,500    | 29,500    | 31,550    | 33,600    |
|              | 80 | 28,500   | 32,600    | 36,650    | 40,700    | 44,000    | 47,250    | 50,500    | 53,750    |

APPENDIX C: 2003 INCOME LIMITS

| COUNTY      | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|-------------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| WALLA WALLA | 50 | 17,650   | 20,150    | 22,700    | 25,200    | 27,200    | 29,250    | 31,250    | 33,250    |
|             | 80 | 28,200   | 32,250    | 36,300    | 40,300    | 43,550    | 46,750    | 50,000    | 53,200    |
| WHATCOM     | 50 | 19,300   | 22,100    | 24,850    | 27,600    | 29,800    | 32,000    | 34,200    | 36,450    |
|             | 80 | 30,900   | 35,350    | 39,750    | 44,150    | 47,700    | 51,250    | 54,750    | 58,300    |
| WHITMAN     | 50 | 18,400   | 21,050    | 23,650    | 26,300    | 28,400    | 30,500    | 32,600    | 34,700    |
|             | 80 | 29,450   | 33,650    | 37,850    | 42,100    | 45,450    | 48,800    | 52,200    | 55,550    |
| YAKIMA      | 50 | 17,050   | 19,500    | 21,900    | 24,350    | 26,300    | 28,250    | 30,200    | 32,150    |
|             | 80 | 27,250   | 31,150    | 35,050    | 38,950    | 42,100    | 45,200    | 48,300    | 51,450    |

DOES MY PROJECT PROVIDE AN *AREA BENEFIT* OR A *DIRECT BENEFIT* TO LOW- AND MODERATE-INCOME PERSONS?

| TYPE OF BENEFIT       | DEFINITION  | EXAMPLE  | DOCUMENTATION REQUIREMENTS   |
|-----------------------|---|--|--|
| <b>AREA BENEFIT</b>   | <p>Area benefit activities meet the identified needs of all households within a clearly defined target area or jurisdiction and at least 51 percent of the households are low- and moderate-income.</p>   | <ul style="list-style-type: none"> <li>Comprehensive planning</li> <li>Studying the feasibility of a site development for general use</li> <li>Capital facility planning</li> <li>Assessing the needs of the general population</li> <li>Developing a Citizen Participation Strategy</li> </ul>  | <ul style="list-style-type: none"> <li>The boundaries of the target area.</li> </ul> <p>This target area could be a city or county, or a defined area within or combining cities or counties. The boundaries of this target area must be consistent with the boundaries used to document household income levels (i.e. census tract.)</p> <ul style="list-style-type: none"> <li>The household income levels for the target area.</li> </ul> <p>Acceptable income data sources include HUD's Census Data or a CDBG program-approved income survey where at least 51 percent of the residents have low- and moderate-incomes and there have not been any significant population growth changes since these data were collected.</p> <p><u>HUD's Census Data:</u> Listed in Appendix B are low- and moderate-income communities based on HUD's Census Data. If the target area is considered low income and is an unincorporated community or a smaller area within an incorporated community, contact the state CDBG program staff to determine whether it's eligible based on a smaller census designation.</p> <p><u>Income Survey:</u> If you have conducted or intend to conduct an income survey, contact the state CDBG program staff to receive approval of the survey methodology and response rate or to request a survey guide.</p> |
| <b>DIRECT BENEFIT</b> | <p>Direct benefit activities clearly focus on benefiting <b>low- and moderate-income persons or members of eligible special groups</b>, rather than all residents of a particular area.</p> <p>Eligible special groups:</p> <ul style="list-style-type: none"> <li>Abused children</li> <li>Battered spouses</li> <li>Elderly persons</li> <li>Severely disabled adults</li> <li>Homeless persons</li> <li>Illiterate adults</li> <li>Persons living with AIDS</li> <li>Migrant farm workers</li> </ul> | <ul style="list-style-type: none"> <li>Low- and moderate-income or special need housing strategies</li> <li>Studying the feasibility of a community facility that will focus on benefiting lower income or special need populations</li> <li>Business expansion assessments which would result in the creation or retention of jobs for lower income persons</li> <li>Self evaluation of handicap accessibility to public facilities and programs</li> </ul> | <ul style="list-style-type: none"> <li>A description of the eligibility requirements or exclusive nature of the activity that limits the benefit to low- and moderate-income persons or members of an eligible special need group.</li> </ul> <p>For job creation or retention activities, describe how the potential project will ensure the jobs will be made available or provide first consideration to low- and moderate-income persons (for example, first source agreement with local Employment Security Office); and explain how jobs currently held by low- and moderate-income persons would be lost without assistance, if applicable.</p> <p>Please contact CDBG Program staff to discuss alternatives if a project proposal appears to principally benefit low- and moderate-income persons or special groups but does not meet the documentation requirements.</p>  |